



The SEED School of Washington, D.C.
a public charter school

Child Find Policy

INTRODUCTION

Under the Individuals with Disabilities Education Act (IDEA), SEED DC is responsible for conducting continuous efforts intended to identify, locate, and evaluate all children with disabilities between the ages of three (3) and twenty-two (22) years of age enrolled in SEED DC, including children with disabilities who are homeless, children who are in the custody of the District of Columbia Child and Family Services Agency (CFSA) or committed to the District of Columbia Youth Rehabilitation Services Agency (DYRS), children who are making progress grade to grade, and highly mobile children, who are in need of special education and related services. These duties are called Child Find responsibilities. This policy establishes procedures for fulfilling Child Find responsibilities at SEED DC and applies to all children enrolled in SEED DC and all staff employed by SEED DC. SEED DC staff is expected to know and act in accordance with the requirements and procedures established by this policy. SEED DC trains staff on an annual basis to ensure staff understand and execute Child Find responsibilities.

POINTS OF CONTACT

Parents are encouraged to speak with any SEED DC staff if they have concerns about their child. Parents and other stakeholders should contact one of the following SEED DC staff to discuss Child Find, the referral process, and the availability of special education programming at SEED DC:

Nichole Best, Director of Student Support Services
202-248-7773, Ext. 5046
nbest@seedschooldc.org

Brian Rahaman, Head of School
202-248-5069
brahaman@seedschooldc.org

TARGET POPULATIONS

This policy and SEED DC Child Find efforts apply to children between the ages of three (3) and twenty-two (22) years of age enrolled in SEED DC, including children who are:

- Newly enrolled 9th graders;
- Homeless;
- In the custody of the District of Columbia Child and Family Services Agency;
- Committed to the District of Columbia Youth Rehabilitation Services Agency;
- Making progress grade to grade; and
- Highly mobile children.



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OUTREACH EFFORTS

To ensure the local and school communities are aware of the availability of special education and related services for eligible children with disabilities and the methods for requesting such services, SEED DC provides public notice through a variety of methods:

- SEED DC provides information to parents and the school community at school events such as parent-teacher conferences, back-to-school events, summer enrollment events, etc.
- SEED DC publishes information in the Student Parent Handbook, on the school calendar, and on its website at <https://www.seedschooldc.org>
- SEED DC staff provides information to parents during quarterly parent-teacher conferences; and
- Brochures regarding special education services are available for parents and the public in Family and Community Engagement (FACE) Office.

COORDINATION WITH NON-EDUCATIONAL DISTRICT AGENCIES

To ensure coordination with appropriate District agencies to facilitate the identification, location, and evaluation of children with disabilities enrolled in SEED DC, SEED DC maintains contacts with the following District agencies:

- District of Columbia Public Schools (DCPS) Early Stages program.
- The Child and Family Services Agency (CFSA);
- Department of Behavioral Health (DBH);

SEED DC conducts meetings with representatives of the above agencies as needed to ensure open and cooperative lines of communication regarding SEED DC's Child Find, referral, and initial evaluation processes and procedures, as well as continuously updating agencies of changes in appropriate points of contact.

SEED DC may establish agreements with other entities responsible for administering various education, health, and social service programs to children from birth through age 22. Those agencies include but are not limited to: District of Columbia Public Schools (DCPS), Department of Human Services (DHS), Department of Healthcare Finance (DHCF), Department of Health (DOH), Department of Behavioral Health (DBH), Child and Family Services Agency (CFSA), and the Department of Youth Rehabilitation Services (DYRS).

PARENT ENGAGEMENT

Parents may obtain information about the availability of special education and related services through this policy, information posted on our website at <https://www.seedschooldc.org> or by contacting Ms. Nichole Best, Director of Student Support Services. SEED DC also maintains written materials for parents, which can be found in the FACE Office. SEED DC staff is required to provide information to parents upon request and at parent-teacher conferences.



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REFERRAL PROCESSES

A referral is documentation provided by the child's parent, or other referral source, which clearly states why it is thought that the child may have a disability. SEED DC is required to complete an initial evaluation and determine if a child is a child with a disability eligible for special education and related services under IDEA within 60 days of receipt of consent to evaluate.

The 60-day requirement does not apply if:

- The parent fails or refuses to respond to a request for consent for the evaluation;
- The parent of the child repeatedly fails or refuses to produce the child for the evaluation; or
- The child enrolls in another LEA prior to the determination of eligibility.

If a parent or community member would like to request an initial evaluation to determine if a child is in need of special education and related services, please contact Ms. Nichole Best, Director of Student Support Services at 202-248-7773 ext. 5046 or at nbest@seedschooldc.org. All SEED DC staff must accept an oral or written referral for initial evaluation. Upon receiving an oral referral, SEED DC staff must assist any outside referral source in documenting the referral in writing and must document the date of the referral within three (3) business days of receipt. SEED DC provides a referral form to assist parents and other parties in documenting a referral. To obtain this form, please contact Ms. Nichole Best, Director of Student Support Services at 202-248-7773 ext. 5046 or at nbest@seedschooldc.org at 4300 C St. SE, Washington, DC 20019. SEED DC accepts referrals for initial evaluation from the following persons:

- A student's parent;
- The student, provided that educational rights have transferred to the student; and
- Employees of SEED DC who has knowledge of the student.

SEED DC maintains regular contact with community-based referral sources and works to collaborate with community-based service providers to provide information on the availability of special education and related services and the means through which parents or organizations may submit a referral. After SEED DC has received a referral, SEED DC must make reasonable efforts to obtain parental consent for an initial evaluation within 30 days of receiving the referral, which includes attempting to contact the parent at least three (3) times on three (3) different dates using at least two (2) modalities. SEED DC shall conduct an analysis of existing data on the student to determine if additional assessments are necessary. Existing data that may be considered may include but is not limited to teacher observations, classroom assessments, schoolwide screenings and assessments, state assessments, student grades and records, parent reports, health records, or data from other interventions. SEED DC will provide the parent of a child suspected of having a disability with information about the nature of any additionally required assessment.



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SCREENINGS

SEED DC implements a comprehensive screening process to determine if a child should be referred for an evaluation, the result of which is provided to the child's parent. Screenings utilize assessments and tools that are generally applied across the entire student population. Parent consent is not required for SEED DC to conduct a uniform, schoolwide screening. A screening conducted by a SEED DC teacher or specialist to determine appropriate instructional strategies for curriculum implementation does not constitute an evaluation for eligibility for special education and related services and does not require parent consent.

SEED DC screenings must not delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

RESPONSE TO INTERVENTION

SEED DC Response to Intervention (RtI) efforts must not delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

PARENT PROCEDURAL SAFEGUARDS AND RIGHTS

Parents' legal rights during the Child Find process are defined by IDEA and District of Columbia law. In the event of a disagreement, parents may pursue dispute resolution and due process rights, including mediation, due process complaints, or state complaints. Parents can learn more about their rights under IDEA by referring to the Part B Procedural Safeguards located on OSSE's website <https://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-proceduralsafeguards> or by contacting Ms. Nichole Best, Director of Student Support Services at 202-248-7773 ext. 5046 or at nbest@seedschooldc.org at 4300 C St. SE, Washington, DC 20019 to obtain a copy of their procedural safeguards.

DATA REPORTING

In accordance with District of Columbia law, SEED DC counts and reports the number of children with disabilities receiving special education and related services count annually on October 5 or the date set for the annual pupil count required by D.C. Official Code § 38-2906.